

FAUQUIER COUNTY PARKS & RECREATION
POLICY

TITLE: Petty Cash Checking Account

FILE #: B 8

DATE PROPOSED: December 2, 1992

DATE APPROVED/REVISED: December 2, 1992

PURPOSE: To provide guidance for the responsible handling of the petty cash checking account and the property accountability thereof.

- A. The petty cash checking account is intended primarily for the issuance of refunds but may be used for other emergency needs according to the parameters herein.
- B. The Administrative Assistant and the Parks and Recreation Board Treasurer shall countersign all petty cash checks.
- C. Receipts and a reimbursement request shall be submitted to the Finance office at least once a month.
- D. The maximum single disbursement shall be \$150.00.
- E. A refund check will not be issued until five (5) working days after the check has been deposited with the County Treasurer.
- F. The Director shall prepare the monthly reconciliation statement of the account with the bank's statement and send a copy to the County Treasurer and the Parks and Recreation Board Treasurer.

B 8-1

COMMONWEALTH OF VIRGINIA

COUNTY OF FAUQUIER

POST OFFICE BOX 677

WARRENTON, VIRGINIA 22186

OFFICE OF THE COUNTY TREASURER

September 7, 1990

(703) 347-8691

TO: Larry Miller, Director Fauquier County Parks & Recreation

FROM: Barbara K. Fisher, Treasurer

This is to notify your department that the Treasurer's office has instituted a \$20.00 returned check fee for all checks returned unpaid for whatever reason by the maker's banking institution.